



1301  
**RFQ Web Advertisement  
 For On-Call Commissioning and Envelope  
 Consultant Services**

**ADV. No.:** OC-DCS-Cx-0006-0010

**Connecticut Department of Administrative Services  
 Division of Construction Services  
 Office of Design & Construction – Process Management & QBS Unit – Room 478  
 165 Capitol Avenue, Hartford, CT 06106**

**Request for Qualifications (RFQ) Web Advertisement  
 For On-Call Building and Envelope Commissioning  
 Consultant Services – Capital Projects**

<b>Adv. No.:</b>	OC-DCS-Cx-0006-0010	<b>Web Advertisement Date:</b>	Thursday, July 11, 2019
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<b>QBS Submittal Deadline:</b>	Deadline for the receipt of the QBS Submittal Booklets is: <b>Wednesday, August 7, 2019 3:00 PM</b>
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<b>1 Selection Type:</b>	<b>On-Call Services– Capital Projects</b>
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<b>2 General Statement:</b>	In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services (CT DAS), Division of Construction Services (CT DCS), Office of Design & Construction, Process Management Unit advertises for Requests for Qualifications for the Capital Project Minority Business Enterprise (MBE) Consultant and Non-Minority Business Enterprise Services as specified below.
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<b>3 Consultant Services:</b>	<b>On-Call Commissioning and Building Envelope Consultant Services</b> (various projects of differing size and scope)
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<b>4 User Agency Name:</b>	N.A.
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<b>5 Project Planning Start Date:</b>	N.A.
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<b>6 Contract No.:</b>	<b>OC-DCS-Cx-0006-0010</b>
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<b>7 Project Title:</b>	<b>On-Call Commissioning and Envelope Consultants</b>
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<b>8 Project Location(s):</b>	Various Locations Statewide
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<b>9 Maximum Total On-Call Contract Value:</b>	<b>\$500,000.00</b>
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<b>10 Project Delivery Method:</b>	N.A.
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<b>11 Consultant Services Description:</b>	<p><b><u>On-Call Commissioning and Envelope Consultants:</u></b> The scope of work under these contracts shall encompass, but are not limited to; the entire spectrum of services of the selected Commissioning Agents shall have responsibilities to the Department of Construction Services and its Client Custodial Agencies of the State of Connecticut for the complete coordination and management of both the design and construction processes for this contract.</p> <p>Consultants will assist the Department during design and construction to develop building commissioning requirements consistent with the state's High Performance Building Standards. The consultant will be an integral part of the project team including the A/E, Department project management staff, the independent Contract Administrator, and the Construction Manager (if the project is a CMR project). The consultant will continue during construction and post construction to assure the project meets the commissioning specifications. The services under this series may also include Retro-Commissioning of existing state facilities.</p>
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Respondents to this RFQ shall provide both **Building Systems Commissioning** and **Building Envelope Commissioning**. If the Consultant does not self-perform both types of commissioning a sub-consultant shall be included on the team to provide the whole suite of services. A submission will be considered non-responsive if it fails to provide for both services.

**12 MBE On-Call Consultant Contracts:**

CT DCS intends to select at least one (1) Minority Business Enterprise (MBE) Consultant out of the total number of O-C Consultants designated for this specific O-C Consultant Contract. CT DCS will follow the selection procedures referenced above to evaluate the QBS Submittals. If no MBE firms are within the initial list of firms recommended for selection, DCS will select the highest scoring MBE firm as long as such firm is qualified to perform the required services and can meet all required contract terms and conditions. Also please see Division 6 - "Additional Criteria Considerations & MBE Certification" of the QBS Submittal Booklet for details.

**13 On-Call Capital Projects Contract Considerations:**

**Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:**

These contracts encompass such services as the preparation of reports, plans, specifications and cost estimates for various State owned buildings and properties. Individual Task Orders will be issued for Work which may include program administration, inspections, assessments, analytical laboratory sample analysis, report preparation, preparation of contract documents, consultations during construction and monitoring of contractors. Certain services to be provided under this contract may require the auxiliary use of specialized firms and individuals certified by the State of Connecticut, Department of Public Health.

Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.00 On-Call Capitol Projects are defined as projects having a total construction budget of five million dollars (\$5,000,000) or less. The maximum On-Call Consultant's Fees for all Tasks performed under a specific On-Call Contract shall not exceed a fee of one million dollars (\$1,000,000.00) or less, as applicable to the specific On-Call Contract. *(Note: The maximum On-Call Fee range is not applicable to a Claims Analyst Contract.)* The maximum On-Call Consultant's Fees for all Tasks performed under this On-Call Contract shall not exceed the "**Maximum Total On-Call Contract Fee**" stated in this RFQ Web Advertisement. *(Important Note: The maximum On-Call Fee range is not applicable to the On-Call Claims Analyst Contracts.)*



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**Requirements for Affidavits, Certifications, Professional Documents,  
 Business Credentials, and Insurance Documentation:**

<b>14</b>	<b>Selection Document Requirements (Prior to the QBS Submittal Deadline):</b>	<p>In accordance with the Connecticut General Statutes "Business Friendly Initiative," found in Public Act No. 11-229, each Firm is required to open a BizNet Account on the DAS website and then electronically upload certain Documents to their DAS BizNet Account <b>prior to the due date of their QBS Submittal Booklet ("QBS Submittal Deadline")</b>.</p> <p>For a summary of the Documents that must be electronically uploaded to DAS BizNet prior to the QBS Submittal Deadline, see <b>1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services</b>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p> <p>See <b>Division 3 – Selection Document Requirements (Prior To the QBS Submittal Deadline)</b> in "<b>1212 QBS Submittal Booklet Requirements</b>" for additional instructions.</p>																																				
<b>15</b>	<b>Conditional Selection Document Requirements:</b>	<p>In accordance with the requirements the DCS Legal Services Unit, the selection of a Firm is conditional upon completing and submitting, within <b>fourteen (14) calendar days</b> of being notified by email, certain documents as described in the <b>Conditional Selection Notification Letter</b>. Some documents are required to be <b>electronically uploaded</b> in accordance with Connecticut General Statutes Public Act No. 11-229, "Business Friendly Initiative". Others must be submitted as <b>hard copies</b> directly to the DCS Legal Services Unit.</p> <p>For a summary of the Documents that must be either <b>electronically uploaded to DAS BizNet or submitted directly to the CT DCS Legal Services Unit</b> within <b>fourteen (14) days</b> of being Conditionally Selected, see <b>1150 - Credentials and Insurance Requirements and 1269.1 - CT DCS Legal Services Unit: Contract Requirements for Consultant Services</b>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series and 1200 Series.</p> <p>See <b>Division 4 – Conditional Selection Document Requirements (Within Fourteen Days of Being Conditionally Selected)</b> in "<b>1212 QBS Submittal Booklet Requirements</b>" for additional instructions.</p>																																				
<b>16</b>	<b>Qualifications Based Selection (QBS):</b>	<p><b>The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below.</b> The QBS process is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific On-Call (O-C) Consultant contract. The O-C Consultant Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For this Selection, the following are the rating point weights for the Selection Criteria Categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Criteria Number</th> <th style="width: 70%;">Selection Criteria Categories</th> <th style="width: 20%;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Problem Solving Capabilities for this O-C Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Organizational / Team Structure for this O-C Contract</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Approach to the Work Required for this O-C Contract</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Contract Oversight Capabilities for this O-C Contract</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points per each O-C Panel Member per O-C Consultant</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;"><b>Available Rating Points for three (3) Panel Members per O-C Consultant</b></td> <td style="text-align: center;"><b>300</b></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;"><b>Additional Criteria Considerations</b></td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for CT Code Expertise per O-C Consultant</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">-</td> <td>Available Rating Points for Micro Business per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;"><b>Total Available Points per O-C Consultant</b></td> <td style="text-align: center;"><b>310</b></td> </tr> </tbody> </table>	Criteria Number	Selection Criteria Categories	Rating Points	1	Problem Solving Capabilities for this O-C Contract	30	2	Organizational / Team Structure for this O-C Contract	25	3	Past Performance Record	20	4	Approach to the Work Required for this O-C Contract	15	5	Contract Oversight Capabilities for this O-C Contract	10	-	Available Rating Points per each O-C Panel Member per O-C Consultant	100	-	<b>Available Rating Points for three (3) Panel Members per O-C Consultant</b>	<b>300</b>	-	<b>Additional Criteria Considerations</b>	-	-	Available Rating Points for CT Code Expertise per O-C Consultant	40	-	Available Rating Points for Micro Business per O-C Consultant	10	-	<b>Total Available Points per O-C Consultant</b>	<b>310</b>
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	<p><b>Note:</b> The QBS Selection for this Project shall be conducted in accordance with requirements stated in the <b>On-Call Consultant Services Selections &amp; Task Assignment Procedure Manual (0330)</b>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 0000 Series. For the number of active and inactive Selections and Contracts that are allowed to be held by a firm by at one time see the <b>QBS - Guidelines for Selection and Contract Limits (1210)</b>, available for download from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>
<p><b>17 QBS Contract Limitations:</b></p>	<p>It is highly recommended that prospective Consultant Firms review “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” prior to completing a <b>QBS Submittal Booklet</b> to determine if they meet or exceed Contracts Limitations for this specific Project. If a Firm exceeds the number of allowable Contracts as described in “<b>1210 QBS - Guidelines for Selection and Contract Limits</b>” and still submits a <b>QBS Submittal Booklet</b>, then the Firm shall not be considered any further for this specific Project. The form can be accessed and downloaded from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>
<p><b>18 QBS Submittal Booklets Requirements:</b> <i>[RCSA 4-134e-4 (a through b)]</i></p>	<p>All prospective Consultant Firms must submit <b>QBS Submittal Booklets</b> in accordance with the “<b>1212 QBS Submittal Booklet Requirements</b>”, which can be accessed and downloaded from the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>
<p><b>19 QBS Email Registration:</b></p>	<p>The “<b>1211 QBS Email Registration</b>” is referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The <b>QBS Email Registration</b> is required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and is accessible in the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>
<p><b>20 CT 330 Part I &amp; CT 330 Part II:</b> <i>[RCSA 4-134e-4 (c through e)]</i></p>	<p>The two (2) forms, “<b>1213 CT 330 Part I</b>” (a Firm’s qualifications for the specific project) and “<b>1214 CT 330 Part II</b>” (general qualifications of a Firm or specific branch office of a Firm), are referenced in the “<b>1212 QBS Submittal Booklet Requirements</b>”. The two (2) forms are required to be completed and submitted with your <b>QBS Submittal Booklet</b> for this Project and are accessible in the <b>DAS/CS Library</b> (<a href="https://portal.ct.gov/DASCSLibrary">https://portal.ct.gov/DASCSLibrary</a>) &gt; 1000 Series &gt; 1200 Series.</p>
<p><b>21 QBS Submittal Location:</b></p>	<p><b>QBS Submittal Booklets shall be submitted to the following address:</b> <b>Randy Daigle</b> DAS Construction Services Office of Legal Affairs, Policy &amp; Procurement 450 Columbus Blvd. Suite 1302 Hartford, Connecticut 06103 <a href="mailto:randy.daigle@ct.gov">Email: randy.daigle@ct.gov</a></p> <p><b>IMPORTANT NOTE:</b> Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline and location may result in the Firm’s submittal being deemed deficient for consideration for this Contract.</p>

END